

FIRE PREVENTION CHECKLIST
Reference USAFACFS Reg 420-90

UNIT ORGANIZATION	DATE
Bldg	

	YES	NO	DESCRIPTION
1.	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prevention Coordinator and alternate appointed in writing, including on and off duty telephone numbers and responsible building number(s).
2.	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prevention Handbook with contents IAW USAFACFS 420-90.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Are 9-1-1 emergency notification stickers on each telephone?
4.	<input type="checkbox"/>	<input type="checkbox"/>	Are EXIT lights operational or signs visible?
5.	<input type="checkbox"/>	<input type="checkbox"/>	Are fire drills being conducted and documented.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers being inspected monthly for serviceability and accessibility?
7.	<input type="checkbox"/>	<input type="checkbox"/>	Are good housekeeping practices being complied with?
8.	<input type="checkbox"/>	<input type="checkbox"/>	Are small appliances being unplugged when rooms or offices are unoccupied.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Are brooms and mops being stored IAW USAFACFS 420-90?
10.	<input type="checkbox"/>	<input type="checkbox"/>	Are approved strip multi-outlets with built-in breakers being used rather than non-approved extension cords?
11.	<input type="checkbox"/>	<input type="checkbox"/>	Are unauthorized alterations being made in the building (walls, doors being removed, use of plywood, etc.)?
12.	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable and combustible supplies properly stored?
13.	<input type="checkbox"/>	<input type="checkbox"/>	Any physical damage to the alarm system or automatic sprinkler system (missing bells, smoke detectors, etc.)?
14.	<input type="checkbox"/>	<input type="checkbox"/>	Are unauthorized open flame or smoldering devices being used (Candles, Incense, etc.)?
15.	<input type="checkbox"/>	<input type="checkbox"/>	Are designated smoking areas distinctly marked and equipped with ash trays and/or butt cans and in compliance Presidents Executive Order 13058?
16.	<input type="checkbox"/>	<input type="checkbox"/>	Are all exits unlocked during building occupation and free of any obstructions?
17.	<input type="checkbox"/>	<input type="checkbox"/>	Are unauthorized space heaters being used?
18.	<input type="checkbox"/>	<input type="checkbox"/>	Are trash containers being emptied at the end of each workday?
19.	<input type="checkbox"/>	<input type="checkbox"/>	Are clean/soiled rags stored IAW USAFACFS 420-90?
20.	<input type="checkbox"/>	<input type="checkbox"/>	Are recycled paper removed from the building at the end of each workday?
21.	<input type="checkbox"/>	<input type="checkbox"/>	Have appointed Fire Prevention Coordinators attended the required certification class and maintained documentation of attendance?
22.	<input type="checkbox"/>	<input type="checkbox"/>	Are smoke detectors cleaned at least quarterly?